

SCHEDULE OF FEES

Clerk's Office

- | <input type="checkbox"/> Fee | \$.50/Page |
|---|-------------|
| <input type="checkbox"/> The Clerk's Office will only copy documents of 15 pages or fewer. | |
| <input type="checkbox"/> Requests made in person will be processed while you wait. | |
| <input type="checkbox"/> Written requests will be mailed within 72 hours of receipt of request. (<i>Advance payment required</i>) | |
| <input type="checkbox"/> No requests by phone accepted. | |
| <input type="checkbox"/> No requests by fax accepted. | |
| <input type="checkbox"/> <i>Certified Copies may only be obtained from the Clerk's Office.</i> The fee is \$5.00 per certification (document or file) in addition to any copy fees. | |

United States District Court
Northern District of Texas
1100 Commerce, 14A20
Dallas, TX 75242

Outside Vendor

- | <input type="checkbox"/> Fee | \$.20/Page |
|--|-------------|
| <i>Delivery available; fees vary</i> | |
| <input type="checkbox"/> Payment must be arranged in advance with The Court System, Inc. | |
| <input type="checkbox"/> Forms are available at the Records counter in the Clerk's Office. | |
| <input type="checkbox"/> Completed forms may be faxed to (214) 744-0586 or left at the Records counter in the Clerk's Office. | |
| <input type="checkbox"/> Copies will be ready at 12:00 p.m. for all requests made before 8:45 a.m. Copies will be ready at 4:30 p.m. for all requests made before 12:00 p.m. | |
| <input type="checkbox"/> For more information, please contact The Court System, Inc. directly at (214) 744-0585. | |
| <input type="checkbox"/> <i>Certified Copies may only be obtained from the Clerk's Office.</i> | |

The Court System, Inc.
1700 Commerce Street
Suite 1050
Dallas, TX 75201

Do-It-Yourself

- | <input type="checkbox"/> Fee | \$.25/Page |
|--|-------------|
| <input type="checkbox"/> Two copiers are available in the lobby of the Clerk's Office for public use. | |
| <input type="checkbox"/> A copy card may be purchased in the lobby of the Clerk's Office for \$5.00. | |
| <input type="checkbox"/> A change machine (which dispenses quarters) is available in the lobby of the Clerk's Office for \$1, \$5, \$10, and \$20 denominations. | |

Records Section

United States District Court
Northern District of Texas
1100 Commerce Street, 14A20
Dallas, TX 75242
(214) 753-2196

Monday - Friday
8:30 a.m. - 4:30 p.m.